

## **UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE 4400 DAUPHINE STREET NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO: ForO 5214.2A G-1MAR 2 0 2003

## FORCE ORDER 5214.2A

From:

Commander

To:

Distribution List

Subi:

REPORTS REQUIRED MANAGEMENT PROGRAM

Ref.

(a) MCO 5214.2D

Encl: (1) Reports Required

1. Purpose. To establish policy, assign responsibilities and provide guidance for the management and control of report requirements for Marine Forces Reserve (MARFORRES) in accordance with the reference.

## 2. Background

- The Reports Required Management Program provides for the systematic analysis and administrative control of Marine Corps reporting requirements. The program ensures that reporting requirements established by higher Headquarters are accomplished.
- b. A report is information that is collected, generally summarized, and transmitted on a recurring, regular, or periodic basis for use in planning, controlling, and evaluating operations and performances, determining policy, and preparing other information requirements.
- 3. Cancellation. For 0 5214.2.
- 4. Action. Headquarters, MARFORRES staff principals/special staff officers and Major Subordinate Command Commanding Generals and Officers will:
- Follow the guidance provided in the reference and this order.
- Establish internal control procedures to ensure the proper and timely submission of all reports required to higher headquarters, providing a copy of all reports to MARFORRES G-1.

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- c. Review and validate enclosure (1) at a minimum annually or as required, providing changes to MARFORRES G-1 via the appropriate chain of command.
- d. Reserve applicability. This order is applicable to the Marine Forces Reserve.

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Chief of Staff

Distribution: B

## REPORTS REQUIRED

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G-1 ADJ		32	AL	MCO P5110.4	
7.G-1.C/P	ENLISTED CAREER	JAN		MCO P1040.31	MFR G-1 CAR
19-1 CIV	CIVILIAN PERSONNEL PERFORMANCE	<u> </u>		FORO 12001.A	MFR G-1 CIV
) (G-1 CEV	CIVILIAN PERSONNEL ON BOARD	MAY		FORO P1540.3	0
G1RR	RESERVE REFERRAL CREDITS	<u></u> 즉	ANNUAL	MCO 1130.56B	FR 9-1 RR
(G-1 AD,	NATIONAL IMAGE REPORT	AS REQUIRED	JEED	CMC MSG	
CG-1 MWR	STATUS OF VIOLATIONS	B		MCO 121700.27	WEX SUPP
CG-1 MCCS	FROJKVO UPDATE	3	ATHINOM	OBD	MFR G-1 MCCS
9,	T/O RECONCILIATION	N	QUARTERLY	MCO P5290.1	MFR G-1 ADJ
	MILITARY INCENTIVE AWARDS PROGRAM REPORT	AS REQUIRED	AS REQUIREDIMO		MER G-1 ADJ
MWR	SPECIAL SERVICES EXCESS	AS REQUIRED	AS REQUIRED	MCO P1700.27	MER SUPP
C Com	ADDITIONAL DUTY ROSTER	JAN	SEMI-ANNUAL	MCO P5280.1	MFR G-1 ADJ
G-Z	ITT ACTIVITY REPORT	MAR	SEMI-ANNUAL	MCO 3876.1	MFR G-2
16-2	INTELLIGENCE OVERSIGHT REPORT		7	MCO 3870.2A	
G.S	INTELLIGENCE OVERSIGHT REPORT	NAR	~<	MCO 3870.2A	
9.2	ITT ACTIVITY REPORT	MAR	SIMPANUA	MCO 3876.1	MFR G-2
10-3 NBC	NBC OFFICER/FAC SHORTFALL	Ą		FORO P3400 1	
(G-3 CPS			ANNUAL	MCO 1540.34	MFR G-3 OPS
GG IKNG	COMMAND CHRONOLOGY			MCO P5750.1F	MFR G-3 OPS
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	SORTS REPORT	JAN	QUARTERLY	MCO P3000.13	MFR G-3 OPS
G-3 IXIG		>		FM 25-100	
	FORMAL SCHOOLS TRAINING REPORT	S	MONTHLY	FORO 1540.3	MFR G-3 TRNG
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	COMPLIANCE			70 1540 340	
G-3 TRNG	RECOMMENDED BOARD REQUIREMENTS	***************************************		MCO 7321.2H	
	PRE-DEPLOYMENT REPORT	AS REQUIREDAS REQUI	ř	MCO 3000.2	MFR G-3 OPS
RNG	MCCRES REPORT	AS REQUIRED AS REQUIRED	AS REQUIRED	MCO 3501.10	
GA TRNG	MID RANGE PLAN	AUG	ANNUAL	WF 0-1	
C G AUMIN	G-3 ADMINIA I PIKMPIAFTP	JAN	QUARTERLY I	MCO P1000R.1	MFR G-3 TRNG
	RANNG NPC		ANNUAL	WA	MFR G-3 TRNG
	- EQUIP MAN PROG	DEC	ANNA	MSG FROM CONGRESS	WFR G-3
	ANNUAL OPERATIONS PLAN (FORECAST)			ORO P8010.1	MFR G-4 AMMO
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CMC	)	ANNOAL		LONG TERM   FASE REPORT	MFR FAC
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MFR COMPT	DOD	ANNUAL	JOLY	MYR BIJDGET DEEICIENCY	MFR FAC
CMC (LF)	MCO 11000.11C	ANNUAL	C	ENVIRONMENTAL BLIDGET	MFR FAC
MFR COMPT	SEMI-ANNUAL MCO 11000.11C	SEMI-ANNUAL	MAY	EACH TIES MASTED DI ANICHO	MER FAC
MFR SUPP	MCO P11000R.17	ANNUAL	AUG	DOM	MEB EAC
MFR SUPP	DAS REQUIREDMCO P11240.10G	AS REQUIRED	EQUIRE	GME USAGE REPORT	FACILITIES
MFR SUPP	MCO P11240 10G	ANNUAL	OCT	GME LONG-TERM LEASE REPORT	
CMC (SD)	MCOP5102.1	ANNUAL	OCT	ANNUAL MISHAP SUMMARY	FACILITIES
HQMC (RF)	OASD	ANNUAL	SEP	RESERVE FORCES POLICY BOARD	+ACILITIES
MFR SUPP	AS REQUIREDMCO P4200.15		AS REQUIRED		CONTRACTING
MFR COMPT	MCO P7100.8K	ANNUAL	MAR		MFR COMPT
MFR COMPT	NAVCOMPT	QUARTERLY	JAN		MFR COMPT
MFR COMPT	NAVCOMPT	QUARTERLY	JAN		MFR COMPT
MFR COMPT	MCO 7321.2H	QUARTERLY	DEC		MFR COMPT
MFR COMPT	NAVCOMPT	QUARTERLY	JAN		MFR COMPT
MFR COMPT	MCO P9100.8k	ANNUAL	FEB		
MFR COMPT	MCBUL 7100	ANNUAL	FEB		MFR COMPT
MFR COMPT	NNUAL MCO P5290.1	SEMI-ANNUAL	FEB	VULNERABILITY ASSESSMENT	MFR COMPT
MFR COMPT	NNUAL MCO 5200.2A	SEMI-ANNUAL	FEB		MFR COMPT
MFR COMPT	MCBUL 7100	ANNUAL	MAR		MFR COMPT
MFR COMPT	MCO P7100.8K	ANNUAL	MAR		MFR COMPT
MFR COMPT	FORO 1730.11A	ANNUAL	FEB		R COMPT
MFR CHAP	FOR O 1730 11A	ANNUAL	MAR		MER CHAPLAIN
MER G-7	DMCO 5040.6F		EQUIRE	INSPECTION REPORT	MFR G-7
MER G-7	MCO P5354 1B	ANNUAL	NOV	FACILITY PLANNING DOCUMENT	MFR G-7
MER G-7	MCO P5354 1B	ANNUAL	VON	EQUAL OPPORTUNITY DATA SUMMARY	MFR G-7
WI I CO-0	AS REQUIREDMCO 3870 2A	AS REQUIRED	AS REQUIRED	INTERFERENCE REPORTS	MFR G-6
MER G-S	AS REQUIREDOPNAVINST 2201 2	AS REQUIRED	AS REQUIRED		MFR G-6
MER G-N	CMS 1A/21	ANNUA	JAN	SEMI-ANNUAL FIXED CYCLE CMS INVENTORY	MFR G-6
MFR G-6	DUIRED OPNAVINST 2201.2	AS REC	AS REQUIRED	O&MMC TOT STATUS	MFR G-6
	AS REQUIREDMCO 7321.2H	AS REQUIRED	AS REQUIRED	RECOMMENDED CHANGES TO	MFR G-4
MFR G-4 SMO	FORO P4600.2A	ANNUAL	OCT	O RESERVE MOBILIZATION	MFR G-4 SMO
1000	AS REQUIREDFORO P8010.1	AS REQUIRED	AS REQUIRED	G-4 AMMO MISSING/LOST/STOLEN/RECOVERED AMMO	MFR G-4 AMV
MFR G-4 AMMO	AS REQUIREDFORO P8010.1	AS REQUIRED	AS REQUIRED	G-4 AMMO DISPOSITION INSTRUCTIONS	MFR G-4 AMN
MFR G-4 AMMO	FORO P8010.1	ANNUAL	JAN	G-4 AMMO ANNUAL INSPECTION REPORT	MFR G-4 AMN
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MFR SJA	REDMCO P4400.82	AS REQUIREDAS REQUIREDMCO P4400.82		MFR UJA
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MFR SJA	DOD 5500.7-R	SEP ANNUAL	CONFIDENTIAL FINANCIAL	MFR SJA
	MCO P5800.16A	JAN ANNUAL	GIFTS GIVEN TO FOREIGN GOVERNMENTS	R SJA
MERISJA	DOD 5500.7-R	MAY ANNUAL	FINANCIAL DISCLOSURE (SF-278)	MFR SJA
MFR S.IA	SECNAVINST 5720.42F	MID MONTHLY	FREEDOM OF INFORMATION ACT (FOIA)	MFR SJA
MFR S.IA	MCO P5800, 16A	ANNO	VICTIM WITNESS ASSISTENCE PROGRAM	MFR SJA
MER S.IA	MCO P5800.16A	JAN ANNUAL	GIFTS RCD FROM FOREIGN GOVERNMENTS	MFR SJA
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MFR SJA	DAS REQUIREDMCO 5740.2E	AS REQUIREDAS REQUI	SERIOUS INCIDENT REPORT	MFR SJA
MFR PAO	FORO 5726.1A	JAN ANNUAL	TOYS FOR TOTS	MFR PAO
MFR LOG	MCO 5090.2	DEC ANNUAL	HAZARDOUS WASTE ANN (LOGS)	MTX LOG
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CMC (LFS-1)			COMPRAK BOLLIE	MER FAC
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HOMO (FS-1)	SEMI-ANNUAL MCO P4400 150	***************************************	PLANT ACCOUNT CMR	MFR FAC
HOMO (1 EL)	SEMI-ANNUAL MCO P5090.2A	APR REQUIRED	DOD ENVIRONMENTAL QUALITY IN PROGRESS REV	MFR FAC

3 Enclosure (1)

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MCO 5726.146	AS REQUIREDANNUAL
MCO 5050.12B	FLASH OBLIGATION REPORT MON MONTHLY
400.160	FSMAO ENDORSEMENT REPORTS
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30.56B	RETURN OF ABSENTEES AS REQUIREDAS REQUIREDMCO 1130.56B
4400.82	DESERTERS AS REQUIREDAS REQUIREDMCO P4400.82
5750.1F	COMMAND INVESTIGATIONS  AS REQUIRED AS REQ
P5800.4	DISCIPLINARY ACTION REPORT JAN QUARTERLY FORO P5800.4
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MCBUL 4600	MON MONTHLY
AN	CLAIMS AGAINST THE GOVERNMENT AS REQUIREDAS REQUIREDUAGMAN
AN 0621	SULLS AGAINST THE GOVERNMENT AS REQUIRED AS REQUIRED JAGMAN 0621
IAN (0804/0816)	SERIOUS CRIMES AGAINST THE GOVERNMENT AS REQUIRED AS REQUIRED JAGMAN (0804/0816)
800.8B	OFFICER MISCONDUCT  AS REQUIREDAS REQUIREDMCO 5800.8B
3800.16A	AS REQUIREDIAS REQUIRED MCO 5800.16A
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